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Approved For Release 2002/06/28 : CIA-RDP78-05538A000300060054-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Comptroller

FROM : Acting Chief, Finance Division

SUBJECT: Imprest Funds

DATE: 10 September 1952

1. In reply to your memorandum of 9 August 1952, there is attached a listing of Imprest Funds on record in the Finance Division as of 12 August 1952.

2. For your convenience, the listing has been segregated into various categories and grouped accordingly with appropriate descriptions preceding each grouping.

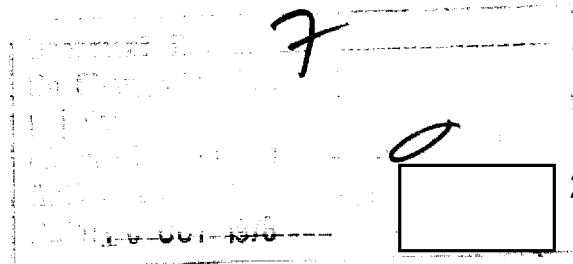
3. Since a majority of the accounts have been reported on regularly each month, Finance Division in the past has effected only informal follow-ups to those accounts considered delinquent by personal contact or telephone conversations with accountable officers. Attempts are being made to bring the delinquent accounts on a current basis by memoranda dated 6 September 1952.

4. The stamp funds will be closed out if you approve an imprest stamp fund with stamps to be drawn from CIA Mail Room in accordance with

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Security Information

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	The Comptroller	<i>[Signature]</i>	18 Oct 52
2	<div style="border: 1px solid black; width: 200px; height: 30px;"></div>	<i>[Signature]</i>	6 Oct 52
3			
4			
5			
FROM		INITIALS	DATE
1	Acting Chief, Finance Div.	<i>[Signature]</i>	
2			
3			

- | | | |
|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input checked="" type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS: As you know was to give a list to DDA. What is your reaction?

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CENTRAL INTELLIGENCE AGENCY
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TO		INITIALS	DATE
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| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
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| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS: *See Saunders note + please
see me.*

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TRANSMITTAL S		
<div style="border: 1px solid black; width: 150px; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 150px; height: 40px;"></div>		<i>7 Oct. 52</i> (Date)
ROOM NO.		
REMARKS:		
<p><i>Take necessary action to close stamp accounts.</i></p> <p><i>[Redacted] stated he had a list which he would furnish to DP/A.</i></p> <p><i>[Redacted] states that one of these accounts can't be located - 400. See him re this.</i></p>		
FROM:		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

16-65208-1 GPO